

## **TRAILS PLANNER**

### **DISTINGUISHING FEATURES**

The fundamental reason the Trails Planner exists is to perform trails planning, project coordination and management, and plan review and coordination in the Community Services Department. This classification is non-supervisory. Work is performed under general supervision by the Park/Trails Planner.

### **ESSENTIAL FUNCTIONS**

Review development proposals for their impact upon the City's approved trails plan and works with other City staff to request trail easements and improvements. Coordinate with inspection staff to implement stipulations during the development process.

Conduct on-site review and approval of trail alignments. Investigate trail problems and issues and recommend solutions.

Coordinate with appropriate staff to refine detailed trail stipulations (trail design and construction standards, maintenance and dedication requirements, inspection and approval procedures) and to refine plan review process to ensure compliance with the General Plan, zoning and other related ordinances. Update existing trail design, construction and maintenance standards.

Maintain the City's trail inventory database; assist in trail planning and development in the McDowell Sonoran Preserve.

Administer the trail signage program. Small scale design of trailheads and trail related facilities; administer trail construction and acquisition projects; oversee trail maintenance projects and contracts.

Assist in developing and maintaining citywide trail "Vision" and in preparing General Plan amendments for trails. Conduct original research, prepare and present quality findings and recommendations, provide technical information and expert advice to staff members, other divisions, the general public, and elected and appointed officials.

Assist in reviewing consultant plans and specifications, City generated planning and design documents, development proposals, etc. as they relate to trails. May participate in and/or represent the City at meetings with Boards, Commissions, outside organizations, and citizens groups. Prepare and give presentations on trail-related issues at various local, state, and national conferences. Represents the City at meetings with outside organizations and citizen groups.

Organize, manage, and evaluate trail construction and maintenance projects with a variety of volunteer groups. Ensure volunteers maintain a safe work environment, and that City insurance and liability requirements are met.

Prepare professional reports, Requests for Quotations and Requests for Proposals for a variety of projects including trail master plans and trail/trailhead construction projects using a variety of media and presentation materials. Acts as "contract administrator" for such projects. Prepare applications for grant funding assistance for trail projects. Administers awarded grants.

Ensure that trail development and maintenance activities on the trails conform to accepted standards and approved plans. Oversee and review trail design and construction, and organizes trail activities and events.

### **MINIMUM QUALIFICATIONS**

## **Knowledge, Skills, and Abilities**

### Knowledge of:

Must know and understand the principles of trail planning, design, construction, maintenance methods and user issues. Requires considerable knowledge of the principles, practices, and methods used in recreation planning, urban planning, and landscape architecture; broad knowledge of development and real estate related issues and concerns; and knowledge of the practical aspects of zoning and negotiation skills. General knowledge of native and cultivated plants best adapted to the Sonoran Desert; and general knowledge of State and Federal trail funding programs is also helpful. Must have knowledge of word processing, data base management and other software in the Windows environment and operate a PC.

### Ability to:

Apply planning principles to work assignments and develop creative solutions to problems.

Conduct on-site review and approval of trail alignments. Investigate trail problems and issues and recommend solutions.

Collect and analyze data.

Analyze and communicate (verbally and in writing) data and information to a non-technical audience.

Interpret City ordinances and policies.

Analyze the impacts of development proposals on the City's trail system.

Establish and maintain effective working relationships with City Officials, trail constituencies, other professionals, developers, other governmental jurisdictions, citizens and co-workers. Maintain a calm and professional demeanor when confronted with emotionally charged citizens.

Operate a personal computer word processing and other software in the windows environment.

## **Education & Experience**

Requires a Bachelor's degree in Outdoor Recreation Planning, Landscape Architecture, Urban Planning, Geography, or a closely related field, and

Two years of professional park, recreation, open space and/or trail planning experience. Additional course work and/or experience in natural resource management is desirable.

FLSA Status: Exempt

HR Ordinance Status: Unclassified